

Town of Secaucus

Job Description

JOB TITLE: **DEPUTY COURT ADMINISTRATOR**

Exempt (Y/N): No	SALARY LEVEL: \$28,000-\$45,500
SHIFT:	DIVISION: Municipal Court
LOCATION: Town Hall	DEPARTMENT: Municipal Court
UNION AFFIL.: local 911, Public Emp	SUPERVISOR: Municipal Court Judge

SUMMARY: Under the direction of the Municipal Court Judge and Court Administrator, the purpose of this position is to perform various non judicial functions of the municipal court.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- Supervise administrative clerks and court officers in the absence of the Municipal Court Administrator.
- Provides the jurat for all judicial documents and complaints during the regular hours of the court and when the Municipal Court Judge and the Court Administrator are unavailable.
- Sets bail on complaint warrants when the Municipal Court Judge and the Court Administrator are unavailable.
- Maintains the financial records of the court and the disposition of all fines.
- Prepares monthly and annual reports as directed by the Municipal Court Judge, Court Administrator and/or Court Director.
- Coordinates activities such as case scheduling and tracking to ensure orderly case processing.
- Prepares monthly financial reports and distributes collected monies to the Town Finance Officer and other designated agencies.
- Able to react to change productively and handle other essential tasks as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School diploma required or equivalent; some college a plus.
- Must be a certified Municipal Deputy Court Administrator or in the process of being certified.
- Excellent verbal and written communication skills.

- Minimum of five years' experience in a New Jersey municipal court.
- Must have familiarity with motor vehicle, criminal and financial procedures in New Jersey municipal courts.
- Possess excellent interpersonal and customer service skills in dealing courteously and tactfully with the public and other personnel. Maintain confidentiality when dealing with the public sector.
- Knowledge of modern office methods, practices and equipment.
- Experience in the receipt, deposit, disbursement, custody or other financial processing of financial assets.
- Experience in Microsoft Office applications including Word, Excel, Access and ATS or other comparable municipal court database systems.

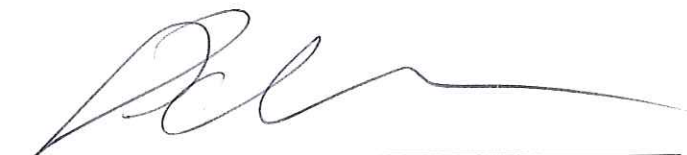
PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

NOTICE REQUIREMENT: In accordance with certain agreements between the Town of Secaucus and various employee bargaining units, the above job opportunity is hereby posted for a period of not less than five days prior to action by the Town of Secaucus to fill the vacancy. Applications and or resumes should be filed with Sandra Lopez, Director of Human Resources, via e-mail to slopez@secaucus.net no later than 4:00 p.m., Friday, October 30, 2015

Date of Posting: October 6, 2015



David B. Drumeler, Esq.
Town Administrator/EEO Officer